



## Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Health Standards and Licensure

Division: Division of Regulation and Licensure

Sub-Section: Bureau of Diagnostic Services

**TITLE:** Portable X-ray (PXR) Survey

**CUTOFF:** End of calendar year in which survey is completed

**DESCRIPTION:** Information used to document a provider's ongoing compliance with federal standards. Records include, but are not limited to, applications for re-certification, survey reports (excluding initial survey report), Statements of Deficiency, official Plans of Correction, and correspondence relating to the survey cycle.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:** Initial survey reports are maintained under series 7672.

**DISPOSITION ACTION:** Destroy

**SERIES:** 7658

**SERIES STATUS:** Approved

**APPROVAL DATE:** 5/13/2019

**TITLE:** Independent Laboratories Certification

**CUTOFF:** End of calendar year in which survey is completed

**DESCRIPTION:** Records required for Federal Clinical Laboratory Improvement Amendment Certification. Records include, but are not limited to, personnel reports, survey report forms, test volumes, Statements of Deficiencies, Plans of Correction, change letters, lab director qualification documents, Centers for Medicare and Medicaid Services (CMS) validation letters, and supporting documentation.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7671

**SERIES STATUS:** Approved

**APPROVAL DATE:** 5/13/2019

**TITLE:** Mammography Authorization

**CUTOFF:** Expiration of authorization

**DESCRIPTION:** Records used to authorize a mammography machine. Records include, but are not limited to, applications, data sheets, supporting documents, and payment receipts.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** Machines are authorized annually.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23820

**SERIES STATUS:** Approved

**APPROVAL DATE:** 5/13/2019



## Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Health Standards and Licensure

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Sub-Section: Bureau of Diagnostic Services

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**TITLE:** Mammography Machine Survey

**CUTOFF:** Completion of survey

**DESCRIPTION:** Records used to determine compliance with 19 CSR 30-11.010-100, Food and Drug Administration (FDA), and Mammography Quality Standards Act (MQSA) requirements. Records include, but are not limited to, survey reports, investigation notes, and facility documentation to respond to deficiencies.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** Machines are inspected annually.

**DISPOSITION ACTION:** Destroy

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**SERIES:** 23819

**SERIES STATUS:** Approved

**APPROVAL DATE:**

5/13/2019

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**TITLE:** Portable X-ray (PXR) Certification

**CUTOFF:** Close of facility

**DESCRIPTION:** Records used for Centers for Medicare and Medicaid Services (CMS) certification of all portable X-ray service providers in Missouri. Records include, but are not limited to, federal application packets, applications for certification, and initial survey reports.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 7672

**SERIES STATUS:** Approved

**APPROVAL DATE:**

5/13/2019

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**TITLE:** Radiation Machine Registration

**CUTOFF:** Expiration of registration

**DESCRIPTION:** Records used for the registration or temporary registration of all radiation machines. Records include, but are not limited to, the registration packet submitted by the owners of the radiation machine detailing the structure and operation instructions for the machine, Reports of Assembly (RoA)/2579s, letters regarding changes to the facility, and any associated documentation. Records created pursuant to 192.440 RSMo. and 19 CSR 20-10.030.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:** Registrations are renewed every two years.

**DISPOSITION ACTION:** Destroy

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**SERIES:** 7655

**SERIES STATUS:** Approved

**APPROVAL DATE:**

5/13/2019



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Department: Department of Health and Senior Services

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Division: Division of Regulation and Licensure

Sub-Section: Bureau of Diagnostic Services

**TITLE:** Radiation Machine Survey

**CUTOFF:** Completion of survey

**DESCRIPTION:** Information used to determine a radiation machine's compliance with 19 CSR 20-10.010-200. Records include, but are not limited to, surveys by Department of Health and Senior Services (DHSS) staff, surveys submitted to DHSS by facility-contracted qualified experts, investigation notes, facility documentation of deficiencies and corrective actions.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7656

**SERIES STATUS:** Approved

**APPROVAL DATE:**

5/13/2019

**TITLE:** Rural Health Clinic Certification

**CUTOFF:** End of calendar year in which clinic certified

**DESCRIPTION:** Records required for Medicare Certification of Rural Health Clinics. Records include, but are not limited to, provider-generated documentation such as letters recommending enrollment, applications, any other forms required by Centers for Medicare and Medicaid Services (CMS), re-certification Statements of Deficiencies or Plans of Correction, letters of changes, complaint narratives, and revisit reports.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7692

**SERIES STATUS:** Approved

**APPROVAL DATE:**

5/13/2019

**TITLE:** Survey Supporting Documents

**CUTOFF:** Completion of survey

**DESCRIPTION:** Transitory working documents used to develop Statements of Deficiency or other official statements following an inspection. Records include, but are not limited to, survey notes, investigation notes, facility documentation, and other supporting documentation used to support the review process onsite for the survey team to determine compliance.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:** Retained at agency.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23821

**SERIES STATUS:** Approved

**APPROVAL DATE:**

5/13/2019